

LISKEARD TOWN COUNCIL

AT A MEETING of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 19 November 2013 at 7.30 pm there were present:

The Mayor - Councillor Sue Pike - in the Chair

The Deputy Mayor - Councillor Phil Seeva

Councillors: - Rachel Brooks, Ian Goldsworthy, Roger Holmes, Sally Hawken, Nick Mallard, Jane Pascoe, Anne Purdon, James Shrubsole, Lorna Shrubsole, Hella Tovar and Christina Whitty

The Town Clerk - Mr Andrew Deacon

Minute Clerk - Mr Stuart Houghton

Member of the Press - Ailsa Macmillan - Cornish Guardian

Members of the Public - Denise Larner, Ray Meadows, Phil Hutty and Jan Hare

Before the commencement of the meeting, the Mayor invited Councillor Purdon to lead with prayers

The Mayor then convened the Council and informed as to Housekeeping matters

481/13 OPEN SESSION

No members of the public wished to address the Council.

482/13 APOLOGIES

An apology was received from Councillor Tony Powell.

An apology was also received from Cornwall Councillor Mike George.

483/13 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE

No declarations of interests were made.

484/13 MAYORS REMARKS

The Mayor stated that it had been a busy month. She had met with the Town Clerk and Councillor Goldsworthy to inspect the granite plinths that would be provided as the bases for the signs to be erected in the Town Centre. The maps would show details of the shops in the Town and the walkways and cycle paths to the Caradon Hill Heritage Site. The Mayor had also attended a meeting, arranged by Councillor L.

Shrubsole, with the *Walkers are Welcome* Group. CHAHP will publish leaflets for the Caradon Trail and Cycle Trails to coincide with the installation of the plinths and the inaugural Liskeard Spring Walking Festival week starting 8 March 2014. This would go towards the Town maintaining its *Walkers are Welcome* status.

Other events attended included;

- the launch of the CHAHP apps project at the Museum
- the 85th Anniversary of the Old Cornwall Society
- the Liskeard Fat Stock Show
- the indoor Embroidery Show
- the Remembrance Day Parade, which was very well attended
- the Mazed tea at St Martin's School with Councillor Pascoe
- the reception for the Archbishop of Canterbury which was a tremendous success thanks largely to the hard work of Councillor Purdon

Now that winter was with us, she proposed that her monthly consultation sessions would take place in the Mayor's Parlour from 11.00 am to 1.00 pm. She had advised the Cornish Times of this.

Finally, she wanted to visit all organisations in the Town in the New Year as a lead in to consultation for the Neighbourhood Plan.

485/13 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 15 OCTOBER 2013

Corrections

Matters Arising (Minute 380/13 (Committee Reports))

Third paragraph, the Town Clerk had replied to Mr Brown, not Mr Warren.

Councillor Purdon proposed, Councillor Whitty seconded and the Council **RESOLVED**, that with the above correction, the Minutes of the Meeting of the Town Council held on Tuesday 15 October 2013 be adopted.

486/13 MATTERS ARISING

None.

487/13 COMMITTEE REPORTS

a) PLANNING COMMITTEE HELD ON TUESDAY 15 OCTOBER 2013

The Council noted the Minutes of the Planning Committee Meeting held on Tuesday 15 October 2013.

Members **RESOLVED** to **APPROVE** the **RECOMMENDATIONS** made in Minute 371/13 (Applications for Consideration).

b) STAFFING COMMITTEE HELD ON TUESDAY 22 OCTOBER 2013

The Council noted the Minutes of the Staffing Committee Meeting held on Tuesday 22 October 2013.

Matters Arising

Matters Arising (Minute 395/13)

It was reported that not all Councillors had received the Staff Appraisal Policy. The Town Clerk apologised and would ensure that this information was made available.

c) FINANCE AND STRATEGY COMMITTEE MEETING TUESDAY 22 OCTOBER 2013

The Council noted the Minutes of the Finance and Strategy Committee Meeting held on Tuesday 22 October 2013.

1) Recommendation that the Annual Governance Statement be Adopted. (Minute 408/13)

Councillor Mallard proposed, the Mayor seconded and the Council **RESOLVED** to **APPROVE** that the Annual Governance Statement, as proposed, be adopted.

2) Recommendation that the Investment Review Strategy be Adopted (Minute 409/13)

The Town Clerk reported that he had been unable to match the interest received last year; the best he could find was at a rate of 1.1% compared to the 3.8% received last year. He confirmed that the Government would not offer special bail out terms for Local Authorities, for sums over £80k, should the Bank fail.

Councillor Mallard proposed, Councillor Tovar seconded and the Council **RESOLVED** to **APPROVE** that the Council continue with the Investment Strategy that was adopted in 2010 and that the Town Clerk and Mayor obtain the best deal for this year.

3) Recommendation that adjoining Parishes were informed about our intentions re a Neighbourhood Plan

This was an Agenda item and would be discussed later.

d) MUSEUM COMMITTEE MEETING HELD ON MONDAY 4 NOVEMBER 2013

The Council noted the minutes of the Museum Committee Meeting held on Monday 4 November 2013.

1) Recommendation a PayPal account be provided (Minute 429/13(4))

Councillor Goldsworthy proposed, Councillor Brooks seconded and the Council **RESOLVED** to **APPROVE** that the Town Council should obtain a PayPal account for use by the Museum.

e) PLANNING COMMITTEE MEETING HELD ON TUESDAY 5 NOVEMBER 2013

The Council noted the Minutes of the Planning Committee Meeting held on Tuesday 5 November 2013.

The Council **RESOLVED** to **APPROVE** the **RECOMMENDATIONS** made in Minute 439/13 Applications for Consideration.

Matters Arising

In response to a question about the status of the name "Dickens Reach" for the Addington development, the Town Clerk replied that the Town Council had not proposed that name. He understood it to be a marketing name used by the developer, and would not form part of the address upon completion.

f) COMMUNICATION AND ENGAGEMENT COMMITTEE MEETING 5 NOVEMBER 2013

The Council noted the Minutes of the Communication and Engagement Committee Meeting held on Tuesday 5 November 2013.

1) Recommendation for a Credit /Debit Card Payment System (Minute 449/13(1))

Councillor Brooks proposed, Councillor Holmes seconded and the Council **RESOLVED** to **APPROVE** the **RECOMMENDATION** that the Council should obtain Credit/Debit Card payment facilities, based on the i-pad option, to a maximum cost of £500.

2.) Recommendation to install a new Website at the TIC by Easter 2014 (Minute 449/13(2))

Councillor Brooks outlined this proposal and, following discussion, it was **RESOLVED** that all details, including the finance source, should be presented to the next Council meeting. It was felt that there was still time to implement this by the required date.

3) Recommendation for the Precept for this Committee (Minute 450/13)

It was agreed to discuss this item under the Precept agenda heading.

g) PROPERTY COMMITTEE MEETING TUESDAY 12 NOVEMBER 2013

The Council noted the Minutes of the Property Committee Meeting held on Tuesday 12 November 2013.

Matters Arising

Precept for 2014 - 2015 (Minute 462/13)

Councillor Holmes said that he would rather the word *commemoration* be used in relation to the first World War, rather than *celebration*.

Recommendations

1) Recommendation that Signage be transferred from the Property Committee to the Communication and Engagement Committee.

Councillor Goldsworthy explained that he thought the purpose of the Signage sat better with the Communication and Engagement Committee as it involved communication with the shopkeepers and the public.

Councillor Brooks accepted the transfer to her Committee, provided that its budget was also transferred.

Councillor Goldsworthy proposed, Councillor Hawken seconded and the Council **RESOLVED** that Signage be transferred to the Communication and Engagement Committee, with the associated budget.

488/13 PRECEPT 2014/2015

The Mayor thanked the Town Clerk and Councillors Goldsworthy and Brooks for the time they had spent in preparing the proposals.

The Town Clerk said that the Precept had to be with Cornwall Council by 31 December 2013. He explained how the Precept would be finalised:

- comments to be received at this meeting
- the draft Precept to be amended in line with the comments and presented to the Finance and Strategy Committee on 26 November 2013
- finalisation of the Precept at this Finance meeting
- presentation of the final version to the next meeting of the Town Council on 17 December 2013 for approval

.5.

253/13

Cornwall Council had not yet announced, as was the case last year, if a rate relief grant would be available. Therefore, if this information was not known by 31 December 2013, a proviso should be added to the Precept to this end.

Items discussed for the Precept included:

- 1% allowance made for salary increase together with an allowance for spine point rises.
- Should Cornwall Council increase their Precept, the grant from the Government would not be available
- the Museum Curator's salary was now included in the Museum's budget
- £7k had been included for the Neighbourhood Plan together with the receipt of a £7k grant; it was proposed to include £7k in the 2015/2016 Precept
- The cost for the Neighbourhood Plan would depend on its content
- It was thought that small annual increases would be better received than infrequent large increases
- Although Council reserves are sufficient, they were at the lower end of the recommended scale
- It was suggested that the Dilapidations fund could be increased
- It was suggested that, while the Council had a three year fixed agreement for Utilities, it would be prudent to add a small increase now to avoid having a large increase at the end of the term
- It was thought that the new boilers would be more efficient and use less fuel; therefore there would be monies left from this budget
- Historically, receipts were not included in the Precept: they were a variable item and there was no guarantee what they would be
- The proposed Precept included the Neighbourhood Plan and Signage as additional items; therefore the reasonable increase was inevitable

The Mayor asked that any comments be provided to the Town Clerk, by e-mail, before 1.00pm on Monday 25 November 2013 so that they could be collated for the Finance and Strategy meeting to be held on Tuesday 26 November 2013.

489/13 CHRISTMAS CLOSING

The Christmas Closing period for the office this year would be from normal closing time on Monday 23 December 2013 to normal opening time on Tuesday 2 January 2014.

490/13 CAR PARKING

Councillor Brooks summarised the paper that had been circulated which was discussed:

- The information gathered would be a useful tool for the negotiations with Cornwall Council

- Around 500 responses had been received which was testament to the dissatisfaction about car parking in the Town
- Many wanted unrealistic free or very low cost parking facilities
- Councillor Hawken had started discussing these matters with Cornwall Council, including suggestions made by the Town Team and the Town Traders
- It was clear that more short term parking facilities were needed, including on-street parking
- The Bay Tree Hill arrangements were considered to be successful and it was suggested that similar facilities be provided in Pike Street/ Market Street area
- Over 30 Traders have indicated that they would join the Town Team's proposed refund scheme. This would make the parking charge 50p for two hours if £10 had been spent in a participating shop
- Workers indicated that they were pleased to have been considered; they had mixed responses to the possible £1 all day parking at Rapsons: many thought it too far from the Town Centre
- Part time and seasonal workers thought this was a good proposal
- 20% of the workers responses indicated that they would consider a season ticket, they were not aware of the varying payment options
- The £1 all day parking on Saturdays had been requested to continue
- The current on-street parking limit of 1 hour was questioned: many thought it should be 30 minutes
- The use of Pike Street/ Market Street by commercial vehicles might prevent the on-street parking there, although many blue badge holders park there now
- It was suggested that 30 minute parking spaces could be provided in Westbourne Car Park
- there was no budget for Cornwall Council to provide on-street parking in Pike Street/ Market Street although it was believed that the Bay Tree Hill scheme had been paid for by a Cornwall Councillor's grant fund

Councillor Brooks asked for the Council to endorse the work being done by the Communication and Engagement Committee on this matter. Councillor L. Shrubsole seconded this and the Council **RESOLVED** to **APPROVE** the work undertaken by this Committee.

491/13 NEIGHBOURHOOD PLAN

The Mayor reported on the informal meeting held on Monday 11 November 2013. She mentioned the headings from previous plans and suggested that they could be the starting point for this Plan. A working group should be formed to register the Councils intention to provide a Plan and to apply for the funding. Items discussed were:

- The Council should not base the Plan on previous documents alone; it should consult widely to include what the community wanted. When feedback had been received, the Council could start to prepare the Plan

- The existing information covered all aspects for the Plan
- The Plan should be limited to the Parish boundary
- Adjoining Parishes should be consulted
- The Town Council would lead the production of the Plan
- The consultation could be informed by the themes of previous planning documents, including the draft Local Plan
- The Government's guide to Localism clarifies the community's involvement in the preparation of the Plan

The Mayor proposed, Councillor Mallard seconded and the Council **RESOLVED** that a small working group be formed to get the work on the Plan started.

492/13 CC PLANNING DECISIONS

The Cornwall Council Planning Decisions, as Addendum 1, were noted.

Councillor Hawken reported that she had spoken at the Cornwall Council Planning Committee and they had agreed to remove 200 houses from the projected total for Liskeard. The allocation now stood at 1250 houses.

493/13 ACCOUNTS

Councillor Mallard declared an interest in item 100740.

The Accounts as Addendum 2 were noted.

494/13 OTHER REPORTS

Liskeard Town Forum

The Minutes for the Town Forum meeting held on Wednesday 2 October were noted.

495/13 VERBAL REPORT ON THE PLANNING MEETING HELD EARLIER THIS EVENING

Councillor Purdon reported that two applications had been considered which had been supported.

496/13 CORRESPONDENCE

The correspondence schedule as attached was circulated.

The Town Clerk reported that the problems expressed in the letter from the Royal British Legion had now been resolved.

Circulars

None.

497/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the Press and Public be excluded from the meeting for the following item of Business.

498/13 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

1. Councillor Vacancy
2. No 4 The Arcade

499/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Public Bodies (admission to meetings) Act 1960 it was **RESOLVED** that the members of the Press and Public be re-admitted to the Meeting.

Members ratified the discussions held in closed session.

500/13 DATE OF NEXT MEETING

The next meeting of the Town Council would be held on Tuesday 17 December 2013 at 7.30 pm in the Council Chamber followed by a reception at the Elliot House Hotel.

CORRESPONDENCE SCHEDULE

TOWN COUNCIL 19 November 2013

1. CORRESPONDENCE

- a. Letter from CHICKS, thanking the Council for the donation made. All monies received go towards providing a free respite break for underprivileged children, including several from Liskeard. Each break this year will cost an average of £735.
- b. Letter from Cornwall Development Company, confirming the award of an additional £428 towards Mines, Minerals and Moors. The total donated from Defra under the Rural development Programme is £16964.00. The attached forms to be signed and returned.
- c. Planning Consultations from Cornwall Council
 - Renewable Energy Landscape Supplementary Planning Document
 - Mineral Safeguarding Development Plan Document (DPD) Scoping
 - Allocations Development Plan Document (DPD) Scoping

The Consultation runs from November 2013 to 5.00pm Friday 20 December 2013.

- d. Copy of a letter from The Royal British Legion to every member of the Liskeard Branch explaining the current situation that they may be unable to form a working Committee at this year's AGM. The Operation of The Branch and The Club are explained.

2 CIRCULARS